

RECOMMENDED IMPROVEMENT FOR FILE MAINTENANCE

1. Subject File:

- a. Beginning with the next annual cut off (or with the installation of the recommended revisions to the file plan), use standard folders instead of armor-clad folders.

Justification: This file is cut off annually and the yearly increments are retired to the Archives after three years. The standard folders are more than adequate to withstand the day-to-day reference requirements and use of the standard folders offers these advantages:

- (1) At the time of retirement, eliminates the work of relabeling and transferring material from the Armor-clad to the standard folders.
- (2) Standard folders are available from stock and their use eliminates the difficulties experienced in obtaining additional supplies of Armor-clad folders.
- (3) Based on the estimated number of folders now in the file, approximately two drawers of space would be saved by the use of standard folders.
- (4) The cost of standard folders is approximately one-tenth that of Armor-clad.

- b. To expedite filing and reference work, use second position file guides for the primary file headings and place all folder labels at the left.

Justification: Tests have proven that straight line filing is fastest. Spreading the headings across the drawer is a misuse of the guide positions which should be used to group and quickly locate all items with some common factor.

- c. Discontinue fastening material in the Subject Files:

Justification: The use of fasteners requires 25 to 50 percent more time for filing. Reference to the subject files is usually for particular documents in the folder and not the entire folder. This means the time for pulling and refiling referenced material also requires 25 to 50 percent more time. With a charge out system strictly adhered to and with access to the files generally limited to Registry personnel, there is little possibility of loss and misfiling because of not using fasteners.

- d. File separately instead of interfiling folders for the Subject File increments.

Justification: The interfiling of the folders for little-used older material with the currently active material slows up filing and reference work. It also takes more time to pull and box for retirement.

2. Chrono File:

- a. In setting up the chrono files to include the additional material recommended, provide for filing all copies of DDP originated and signed correspondence in a separate folder.

Justification: Most of the chrono file reference requests should be for DDP originated and signed correspondence. Therefore, this material should be filed separately to facilitate reference service.